

**ROCKY FLATS PLANT
EMD ADMINISTRATION
PROCEDURES MANUAL**

CATEGORY 1

Manual No.: 3-21000-ADM
Procedure No.: Table of Contents, Rev 8
Page: 1 of 5
Effective Date: 01/05/93
Organization: Environmental Management

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ENVIRONMENTAL MANAGEMENT DEPARTMENT
ADMINISTRATIVE PROCEDURES MANUAL**

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05.07	Preparation of Procedure Change Notices	1	09/23/91
DCN 92.01	Revision to DCN Expiration Date	1	09/08/92

ADMIN RECORD

**DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991**

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NEPA.01	NEPA M&I Design Review		
NEPA.02	NEPA Compliance Committee		
NEPA.03	Completing a Checklist		
NEPA.04	ADM Development		
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NEPA.07	Drafting Categorical Exclusions for DOE, RFO		
NEPA.08	Environmental Assessment Process		
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NEPA.11	NEPA Records Maintenance		
RPD.01	Work Plan/Sampling Plan - When EPA Approval not Required		
RPD.02	Work Plan/Sampling Plan - When EPA Approval Required		
RPD.03	Documents to be Submitted to the Administrative Record		
RPD.04	How to Prepare Statements of Work		
RPD.05	Preparing, Processing and Classification of Documents to be Distributed to Outside Agencies		
RPD.06	Preparation of Closure Plans		
RPD.07	Preparation of Technical Evaluations		
RPD.08	How to Establish ARARs		
RPD.10	How to Prepare and Process Milestones		
RPD.11	Tracking Costs and Schedules		
RPD.12	Processing Procurement Documents		
RPD.13	Uniform Requirements for Submission of Plans and Documents by Contractors		
RPD.14	Coordination of Activities with Field Project Management (FPM) and Field Engineering (FE)		
RPD.15	Checklist for the Startup of New Projects		

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RPD.16	Standardized Contractor Cost Reporting		
RPD.17	QA Guidelines for Treatability Studies		
RPD.18	QA Guidelines for Health and Safety Treatability Studies		
RPD.19	Cost Guidelines for Submission of Cost Evaluations and Technical Evaluation		
RPD.20	Checklist for Preparing Project Management Plans		

**ENVIRONMENTAL MANAGEMENT
 DOCUMENT CHANGE NOTICE (DCN)**

Document Number: 21000-ADM-02.01, Rev. 0

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Title: Training			Date 12/23/92 1/5/93 <i>DP</i>	DCN Number S-21000-ADM-02.01, R.O. 92- 93.01 <i>SRD</i>
Expires 12/23/92 1/5/94 <i>DP</i> Procedure Revision Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Scope Limitation: None				
Item Number	Page	Step or Paragraph	Changes (Use DCN CONTINUATION SHEET for additional space)	
1	6	5.2.3	Change "...Appendices 3 and 4..." to "...Appendix 3..."	
2	7	5.3.2	Change "... (e.g., Appendices 2, 3, or 4)..." to "... (e.g., Appendices 2 or 3)..."	
3	9	5.4.4.1	Change "...Briefing Documentation form (Appendix 4)..." to "...RFP Training Attendance Roster (Appendix 3)..."	
4	9	5.4.4.1	Change "...Briefing Documentation form..." to "...RFP Training Attendance Roster..."	
5	9	5.4.4.2	Change "...Briefing Documentation form..." to "...RFP Training Attendance Roster..."	
6	10	5.4.5.2 3rd bullet	Change "...Training Attendance form..." to "...RFP Training Attendance Roster..."	
7	10	5.4.5.2 4th bullet	Change "...Training Attendance form..." to "...RFP Training Attendance Roster..."	
8	14	App. 3	Substitute new App. 3, RFP Training Attendance Roster (form RF-46788, Rev. 9/92, 2 pages, includes instructions; attached) for old App. 3, Training Attendance Form.	
9	15	App. 4	Eliminate Appendix 4 entirely.	
(NOTE: There are two attachments to this DCN.)				
Justification (Reason for change - Provide numbers to reference corresponding items above.)				
Items 1 - 9: To provide consistency with RFP forms used in the Training User's Manual.				

Concurrence	Organization	Req.	Date	Concurrence	Organization	Req.	Date
<i>DP</i>	QAPM	X	12/23/92	<i>DP</i>	User		12/23/92
Approval of Responsible Manager <i>M. B. ...</i>		Date 1/4/93		Is Posting required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, by what date? upon receipt	
						Date posted 	

Page of

Rocky Flats Plant
Training Attendance Roster
 (Use black ink only)

Course Title _____
 Course # _____
 Subject/Topic: _____
 Start/End Date _____
 Exact Location _____

Number Scheduled _____
 Number Attended _____
 Course Coordinator _____
 Course Coord. Ext. _____
 Instructor _____
 Instructor Ext. _____

Note: Only originals of rosters and tests are acceptable to PTR.
 Initial any corrections or deletions.

1st line: Last Name (please print) 2nd line: Trainee Signature	Enter Rocky Flats Employee No. (If contractor, enter Soc. Sec. No.)	Company	AGM Name	Bldg. No.	Badge Req. (Y/N)	OJT (Y/N)	Total Hrs.	Trainee's Initials - Per Day				Test Ver.	Grade
								/	/	/	/		
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Instructor's Signature _____

Total Trainee Hours _____ Passing Grade = _____ %

RF-46788 (Rev 9/92)

INSTRUCTIONS

This form is used to document personnel attendance at training conducted at the Rocky Flats Plant.

ALL ENTRIES SHALL BE MADE IN BLACK INK AND SHALL BE LEGIBLE FOR AUDITABILITY. FORMS WITH INCOMPLETE OR INACCURATE ENTRIES WILL BE RETURNED FOR CORRECTION.

The instructor is responsible for explaining completion of the attendee information at the beginning of each class. The attendees are to print their last name and initials, sign their name, enter their badge number (to include RFP employee number, or if contractor, Soc. Sec. No.), and their department or company.

The instructor is responsible for completion of this form as follows:

Training Attendance Roster

1. Enter the course title and course number.
2. Enter the topic to be taught.
3. Enter the date the course begins and the date the course ends.
4. Enter the exact location of the training.
5. Print your name and telephone number/extension.
6. Print the name of the course coordinator and his/her telephone number/extension.
7. Tell the trainees to print or make sure their names are typed in the boxes; then have the trainees sign the roster in **black ink** (no pencils, red ink, etc.), enter their badge numbers or social security numbers, the company for which they work, the Associate General Manager (AGM) under whom they work, and the building in which they work.
8. Complete the roster and enter the total roster page number(s) and total number of trainees attending the course.
9. Sign your name in the space provided at the bottom of the page.

NOTE: NA (not applicable) is to be entered in blank spaces. Blank attendee lines are to be crossed out. All completed "Course Critique" forms (originals) are to be submitted with this form. For shift briefings and required reading, submit the applicable procedures, readings, etc. with the attendance roster.

Send completed rosters to the Plant Training Records office.